

Invitation for Bids
Management Services
Mississippi Auctioneer Commission

Issue Date: March 1, 2023

Bid Submission Deadline: March 31, 2023

The Mississippi Auctioneer Commission invites you to bid on providing management services for the period July 1, 2023 to June 30, 2024. Please take the time to carefully read the attached "Scope of Services" to become familiar with all the Commission's requirements for this contract.

If you would like to submit a bid, it should be received electronically at info.msauktioneercommission@gmail.com or via sealed envelope marked "Management Services Bid" to P.O. Box 50 Morton, MS 39117 by 5:00 CST on March 31, 2023.

The following is a list of the information that the Bidder should include in their bid submission:

Bidder's Name

Bidder's Address

Bidder's Contact Information (and preferred method of communication)

Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)

Dollar Amount of Bid

Deadline for any questions is Wednesday, March 15, 2023 and should be submitted to the Commission via email at info.msauktioneercommission@gmail.com.

**SCOPE OF SERVICES
MANAGEMENT SERVICES
MISSISSIPPI AUCTIONEER COMMISSION**

The Independent Contractor shall perform and render professional association management services in compliance with Commission direction, its laws, rules and regulations. The Independent Contractor shall provide:

- Personnel and resources and ability to provide full scope of services with in-house personnel;
- Adequate office space, file storage, records, workspace, equipment, and for Commission meetings and hearings and testing of up to ten (10) applicants;
- Utilities;
- Wireless internet access;
- Fax;
- Alternate phone lines;
- General office supplies (not Commission specific);
- Fire insurance of \$25,000;
- General liability insurance (aggregate limit) of \$1,000,000; each occurrence limit of \$500,000; and
- Necessary clerical, and secretarial services, Monday through Friday, except for posted State Holidays.

These services shall include but not be limited to the following:

A. **COMMISSION MEETINGS:**

1. Schedule physical location for Commission Meetings and post all notices required for public. Notify all Commission members immediately of any schedule change in time, date or location;
2. Set up site with all information required for approval and vote;
3. Establish need for teleconference and set up required equipment for same;
3. Work with the Commission via the Chair to plan agenda and meeting;
4. Develop the agenda and necessary reports for Commission meetings;
5. Close the agenda 7 days prior to each scheduled Commission meeting and email agenda and any non-confidential documents to Commission members to be received at least 5 days prior to any Commission meeting including, but not limited to, agenda, financial documents, executive director reports, agenda request, etc.;
6. Attend the meetings or send appropriate staff and record minutes;
7. Disseminate to Commission chairman a draft copy of such minutes for review;
8. Distribute to Commission members within 10 days after any meeting the following:
 - a. Commission Minutes
 - b. Official attachments to the Minutes
9. Prepare letters to applicants regarding Commission action which may have been taken during the meeting regarding their licensure applications;
10. Prepare letters to all individuals who received disciplinary action at the Commission meetings;
12. Prepare files for dissemination to legal counsel and hearing officers regarding forthcoming hearings;
13. Update Executive Director Report with Commission actions taken for dissemination to staff for licensing action;
14. Serve as custodian of the records; and
15. Testify in disciplinary hearings

B. OFFICE MANAGEMENT:

1. Provide and maintain office equipment. In the event Contractor uses equipment owned by the Commission, it shall be used exclusively for Commission business and no other purpose;
2. Receive, date stamp, stamp fees received daily;
3. Respond to incoming telephone, fax, email or postal communications within two business days.
4. Initiate communication and telephone calls as directed by the Commission;
5. Provide administrative functions;
6. Provide current record storage;
7. Maintain records and files for the Commission (both manually and electronically);
8. Process applications and pocket cards for new licenses following guidelines set by the Commission, communicate with out of state auctioneer schools regarding curriculum and present to the Commission upon completion for approval;
9. Management responsibilities associated and directed by the Commission for the setup, establishment and implementation of policies and procedures;
10. Process and track complaints to the Commission for appropriate investigative procedure; assign case numbers and maintain up-to-date chronological logs regarding all actions taken;
10. Ensure that fees or fines levied by the Commission are remitted as required with follow up necessary to enforce such fees or fines;
11. Process all license renewals and notices thereof;
12. Process applications for state testing, coordinate test sites, provide proctor(s), prepare exams and grade exams. Prepare and mail notifications regarding exam scores. Track results for reporting to the Commission;
14. Assign license numbers for all licensed auctioneers and firms and maintain with updates for future use in the renewal process;
15. Maintain database for licensed auctioneers and firms administer biennial renewal process including printing of licenses;
16. Record and maintain automated attendant messages for the Commission;
17. Communicate with ITS to maintain email connection and website updates; update search engines; post public notices;
18. Work with legal counsel to prepare for and schedule hearings; schedule court reporter; send legal correspondence on behalf of the Commission;
19. Maintain in house and website database for active and inactive files.;
20. Work with Commission designee to collect and migrate data to the proposed web-based operating system;
21. Work with designated person(s) to back up and/or archive records and deliver copies to the Commission monthly unless otherwise prescribed for offsite storage;
22. Scan applications, correspondence, school and bond information, complaints and other related data should this software be made available by the Commission;
23. Deposit monies weekly and ensure that all GAAP reports are filed in a timely manner by third-party contractor;
24. Prepare travel vouchers for Commission members and counsel, as required;
25. Report annually to Governor's office or any other reporting agency as required.
26. Assist, where instructed, with revisions to the MISSISSIPPI AUCTIONEER COMMISSION Rules and Regulations;

27. File proposed Rules through proper channels of the Occupational Review Board, the Mississippi Administrative Act, MS Secretary of State;
28. File Final Rules through proper channels of the Mississippi Administrative Act, MS Secretary of State; and
29. Update operational database daily.